

CITY OF DETROIT FISCAL 2001/02 BUDGET

AGENCY 28 HUMAN RESOURCES

MISSION

The mission of the Human Resources Department is to provide timely, cost-effective and high quality human resource services and programs which meet the requirements of City departments in accordance with applicable laws, rules and collective bargaining agreements.

DESCRIPTION

The Human Resources Department consists of several divisions and sections that provide a full range of personnel and other services to City departments and agencies in accordance with the City Charter. The **Administrative Services Division** is responsible for Citywide personnel audit functions and maintaining records for all City employees; Citywide charitable campaigns; office automation and other employees' services. The **Employee Assistance Center** assists employees and their families with problems that may affect their well being and their ability to perform their job.

The **Organization/Employee Development Services Division** coordinates employee training and organization change and development activities. In addition, this division has responsibility of the Apprenticeship Program, Tuition Refund Plan, Supervisors' Academy, advance leadership development programs, distance education and continuous improvement process training. The **Employee Services Division** provides technical and professional support to City departments and agencies through the administration of the Human Resources transactions.

The **Employment Services Group** is responsible for the outreach activities, recruitment, selection and testing of applicants. This group also handles pre-employment and return to work activities. The **Labor Relations Division** has the responsibility under the City Charter for the negotiation of all collective bargaining agreements with labor organizations representing City employees or involving City interests. The **Employee Benefits Division** has responsibility for employee health benefits, vision and dental programs. The **Hearings and Policy Development Division** is responsible for developing proposed policy statements on human resources matters, providing administrative services to the Civil Service Commission.

GOALS

1. Improve employment processes to ensure that staffing requirements of City departments are met.
2. Provide organization and employee development programs and services that meet customers' needs.
3. Restructure the classification/compensation plan to meet City employment needs.
4. Negotiate and administer mutually beneficial collective bargaining agreement with labor organizations.
5. Provide consistent application of human resources practices and procedures.
6. Integrate new and updated technology.

DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL	
	<u>FUND</u>	<u>TOTAL</u>
EXPENDITURES	\$32,183,276	\$32,183,276
REVENUES	<u>11,650,279</u>	<u>11,650,279</u>
NET TAX COST	\$20,532,997	\$20,532,997
POSITIONS	444	444